BIDDER'S CHECK LIST HELVETAS BANGLADESH

Date: 13/06/2022

Tender N°: T/70FBC/WQG/112.3401/CXB/13-06-2022/01

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEMS ARE COMPLETE AND RESPECTS THE INSTRUCTIONS TO BIDDERS CONDITIONS:

#	Description	To be filled in by Bidder		For HELVETAS use only (to be filled in by Purchase Committee)		
		Included		Present		Comments
		Yes	No	Yes	No	
1	**Instructions to Bidders (PRO-05)** signed & stamped by the Bidder (Compulsory)					
2	Original **Offer Form (PRO-06)** dated, filled, signed & stamped by the Bidder *(detailed as per the requested currency, BDT)* (Compulsory)					
3	**Supplier Questionnaire (PRO-06.1)** dated, filled, signed & stamped by the Bidder (Compulsory)					
4	**HELVETAS Ethical Declaration (PRO-06.2)** dated, filled, signed & stamped by the Bidder (Compulsory)					
5	**Bidder's official registration documents** (Trade Licence,TIN Certificate,13 Digit BIN Certificate, Income Tax Return, Bank Solvency Certificate) (Compulsory)					
6	**Bidder's legal representative national ID or passport** (Compulsory)					
7	**HELVETAS General Conditions of Purchase** signed & stamped by the Bidder (Compulsory)					
8	ANNEXES – **Proofs of past performances** in a similar field of activity (e.g. past deliveries of similar items) are provided (Recommended)					
9	ANNEXES – **Samples** requested in the Offer Form (PRO-06) (No need to Submit Sample during Bidding)					
10	Present **Bidder's Checklist (PRO-06.3)** dated, filled, signed & stamped by the Bidder (Compulsory)					
11	The bidding documents are filled in English (Compulsory)					

First & Last Name of Bidder's authorized representative: _____

Position of Bidder's authorized representative: _____

Authorized signature: _____